

**JUNEAU COUNTY  
POSITION DESCRIPTION**

**Position Title:** Adult Services Social Worker

**Department:** Human Services

**Reports To:** DHS Director

**GRADE:** 17

**SALARY RANGE:** See current wage scale **POSITION:** Full Time, Non Union, Non-Exempt

**PURPOSE OF POSITION**

The Adult Services Social Worker serves frail elders, adults with physical disabilities, adults with developmental disabilities and other vulnerable adults in Juneau County. The goal of this position is to promote the safety and well being of vulnerable adults in Juneau County. This position works under the Juneau County Department of Human Services Adult Services Unit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive of all-inclusive. Other duties may be required or assigned.**

- Perform Elder and Adult at Risk assessment, intervention and reporting.
- Evaluate, collaborate and complete annual WATTS reviews or adult guardianships.
- Assess functional/cognitive/health and safety needs of individuals including the development of an individualized service plan within the framework of an interdisciplinary team including the member and family.
- Develop and monitor an individual service plan considering cost in designing services and choosing providers.
- Work collaboratively with the medical, family service providers and legal system.
- Assist consumers in identifying resources.
- Follow organizational protocols and procedures.
- Provide case management for clients
- Responsible for proper documentation according to policies and procedures.
- Participate in quality assurance and quality improvement activities as well as other assigned program development projects.
- Follow Universal Precautions and all other OSHA required Programs and Procedures.
- Participate in 24-hour emergency coverage rotation as directed.
- Other duties as assigned by the County Board, Human Services Board and State rules and regulations.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Represents Juneau County of Human Services to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested.
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participate in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.

- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance portability and Accountability (HIPAA) Act of 1996.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Bachelor's degree in Social Work or human service related field with State of Wisconsin Social Work certification or ability to obtain social work certification within six months of hire date.
- Two years of experience working with elders or persons with disabilities preferred.
- Knowledge of State statutes and requirements related to Wis. Stats 46,51,54, and 55.
- Must take and pass the on-line State Functional Screen Training Course within 30 days of hire.
- Working knowledge of computers, computer programs, typing and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare and maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans, therapy notes, elder and adults at risk, WITS reports and court reports.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel and department staff both in person and in writing.

#### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate and categorize data.

#### **Judgment and Situational Reasoning**

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions finished in written, oral, diagram or schedule form
- Ability to use independent judgment frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.



- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to apply situational reasoning ability by exercising judgment in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

#### **Physical Requirements**

- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work including stooping, kneeling and crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

#### **Environmental Adaptability**

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for physical harm.

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### **EEOC/AA/ADA**

Juneau County is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position described has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and/or control the work of employees under supervision. The County retains and reserves any or all rights to change modify, amend, add to, or delete, from any section of this document as it deems in its judgment to be proper.